



# Visa Sponsorship Brochure

Fellowship of Churches of Christ

# Churches of Christ: A Movement of the People of God

## Shaping missional churches – Crossing new frontiers – Impacting cultures

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<https://fcc-cio.org>

UK Registered Charity 1059383

Members of the Evangelical Alliance and the Free Churches Group

### Introduction

The Fellowship of Churches of Christ (FCC) is happy to provide a sponsorship service to its member churches and associated ministries to help them bring overseas workers into the UK to work in their ministries. We have a licence with UK Visas & Immigration (UKVI) to provide Certificates of Sponsorship (CoS) for these workers.

We are able to provide two levels of CoS:

**Tier 2 Minister of Religion** - Duration up to three years, and renewable. Suitable for church leaders and mission workers

**Tier 5 Religious worker** – Duration up to two years, not renewable. Suitable for interns and short-term workers

Applications for workers involved in ministries which are not closely associated with FCC will not be considered.

### What paperwork we need

We need scanned copies of the following documents for each applicant:

1. Front page and photo page of passport and copy of any other pages with additional conditions etc.
2. Letter from the employing FCC church or sponsoring overseas partner confirming their employment including hours and rate of pay, and that they will take responsibility for the worker's tax and NI payments (or overseas equivalent), and in a worst case scenario would cover their repatriation costs.
3. Job description and contract.
4. Details of any relevant qualifications/experience e.g. copies of relevant academic certificates and a CV.
5. Copy of any ordination or commissioning certificate.
6. Evidence of a DBS check (if they are already in the UK) or a criminal records check from the country they are now in – we can provide contact addresses for each country for obtaining them. If they are coming with a dependant adult (e.g. spouse) we will need one for them too.

### What specific information we need

To be able to consider an application for a certificate of sponsorship for someone we need answers to the following questions:

Full name

Date of birth

Place and country of birth

Country of residence

Nationality

Current home address

Proposed work address  
Job title  
Salary per month  
Passport number, dates of issue and expiry, and place of issue (as shown on passport)  
Will they be financially supported by individuals/churches?  
Will they need to return to their home country for a visit before their term ends?

Start and end dates  
Total hours of work per week

### What it will cost you

Our fee per CoS is £400 for a Minister of Religion or £150 for Religious Worker, which is payable irrespective of whether a visa is granted by UKVI. It becomes payable on receipt of a CoS. There is an additional annual fee of £100 thereafter. You and/or your worker will also have to meet the actual visa costs and upfront NHS costs for themselves and any adult or child dependants.

### Terms of employment

All employees must comply with the UK minimum wage requirements for their age, including the annual increments, and pay appropriate taxes and National Insurance contributions. Monthly payslips must be sent to us demonstrate this.

Your worker may not be employed by anyone else but you except in an associated ministry. So, if your ministry operates a café, they may work in that café and receive pay for their work, but they may not work in a café run by another ministry.

### Renewing a visa

A minister of religion may renew their visa for a further 3 years when it expires and FCC will work with them to arrange this. Further costs are involved.

A religious worker visa is not renewable and when it expires the worker must leave the country. They are permitted to apply for a new visa but success is not guaranteed. If they want to apply for a Tier 2 visa, they must wait 13 months before applying.

### Your worker's ongoing commitment to us

FCC is responsible to UKVI for making sure we know where all our sponsored workers are and what they are doing. Failure to do so may result in the withdrawal of our licence and the expatriation of all our associated overseas workers, so we take this responsibility seriously. We achieve this by requiring each worker to send us a monthly report and a copy of their payslip. **Failure to provide this will lead to withdrawal of our sponsorship.**

Once a sponsored worker is in post, we need their address and contact details, and copies of their Visa/Biometric Permit. Your worker must not leave the country, even for a holiday, without informing us first. They must also inform us immediately of any change of address or phone number and when they plan to finish their assignment and return home.

We also require all sponsored workers to participate in FCC activities, particularly the annual leaders' conference and the annual convention.

### What happens next?

Ideally we need as much notice as possible, as it can take time to get the paperwork in order. The first document we need is the job description so that we can determine which visa to apply for. Your principal contact for all visa enquiries is Tim Herbert who is FCC's Border Agency Administration Officer. He can be contacted on [FCCBAAO@gmail.com](mailto:FCCBAAO@gmail.com).

We receive a limited allocation of Certificates of Sponsorship per year from UKVI. We can apply for additional certificates but they may not be granted.

Once we have all the paperwork we will apply for a Certificate of Sponsorship. Once this has been granted, we will send you a confirmatory letter which will allow your worker to apply for a visa.

Please make sure your worker does not buy plane tickets until the visa has been granted!

You can find out more about employing an overseas worker on the UKVI website - <https://www.gov.uk/uk-visa-sponsorship-employers>